Administrative & Professionals/Support Staff New Hire Process Checklist for Hiring Officials

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| Position Title |  |

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| **Position Creation and Posting** | **Completed** |
| The Hiring Official approves the position and budget request for the Department. The Department sends budget and posting details to Human Resources Classification and Compensation. HR Classification and Compensation reviews information and requests a position number from University Budget. |  |
| Classification and Compensation will send an email to Employment with the approval to post and also provide the position description and position number. |  |
| In Eagle Jobs Employment will create the posting template using the position information and then forwards the draft posting to the Hiring Official, Dean/Department Head, and Hiring Authority for review. |  |
| The Hiring Official is able to edit the posting as necessary. The following are items to consider:   1. Length of time to posting (minimum 7 days, specific dates, or open until filled). 2. Any specific advertising outside of Facebook, Twitter, LinkedIn. 3. Number of vacancies to be filled and/or pooled positions.   Note: Please do not update, change, nor add supplemental questions and documents needed to apply sections. These are HR only areas. |  |
| When finished, the Hiring Official must approve the posting by selecting “Approve (move to Human Resources)”in Eagle Jobs. When the position is posted in Eagle Jobs, Employment will request and add Committee Search and Interview Panel in Eagle Jobs as users/viewers. |  |
| **Interviewing and Selecting Finalist(s)** |  |
| The Committee Search Panel meets with Employment to review hiring and communication guidelines. |  |
| After review of applicant pool and the Hiring Official changing candidates’ status to “pre-screen interview” or “review not selected”, the Hiring Official sends list of candidates and interview questions to Employment for approval. |  |
| The Hiring Official will review the applicants to select their finalist(s). Upon selection send an email to Employment with the following hiring proposal template information:   * Name of Finalist: * UIN (If Known): * Department: * Position Number: * Position Title: * FOAPAL: * Anticipated Start Date: * Salary * FTE: * Hours Per Pay: * Supervisor Name:   Employment creates the Hiring Proposal into Eagle Jobs and forwards to the Hiring Official for approval.  \*Note: Faculty offer to follow email template |  |
| The Hiring Official, Dean/Department Head, and Hiring Authority review and approve the Hiring Proposal, communicate any revisions, and select “Submit to HR (move to Human Resources)” in Eagle Jobs. |  |
| Employment verifies that all reference checks are completed |  |
| Employment sends an email to the Hiring Official with notification of approval to extend the verbal offer. The email will include:   1. Information on how to complete FGCU HR New Hire Form (Formstack). 2. Information about the FGCU Fingerprinting process. 3. A link to the New Hire Paperwork packet. 4. A link to sign-up for the NEO session. |  |
| The Hiring Official notifies Employment when the finalist accepts the verbal offer. |  |
| Employment gives the HR Records team the new employee’s application and approved Hiring Proposal. |  |
| HR Records Team enters new employee and position information into Banner. |  |
| New hire completes background check and NEO.  \*Note: New hire cannot attend NEO until background check has been completed. |  |
| An email will be sent to the Hiring Official when all employment requirements are met. |  |
| Employment sends Search Materials email with Power Point to Hiring Official. The Hiring Official must submit all Search Materials to Employment. |  |
| **NOTE: You are responsible for notifying both Records and Employment if your new hire will not be working.** |  |